

JOB DESCRIPTION & PERSON SPECIFICATION

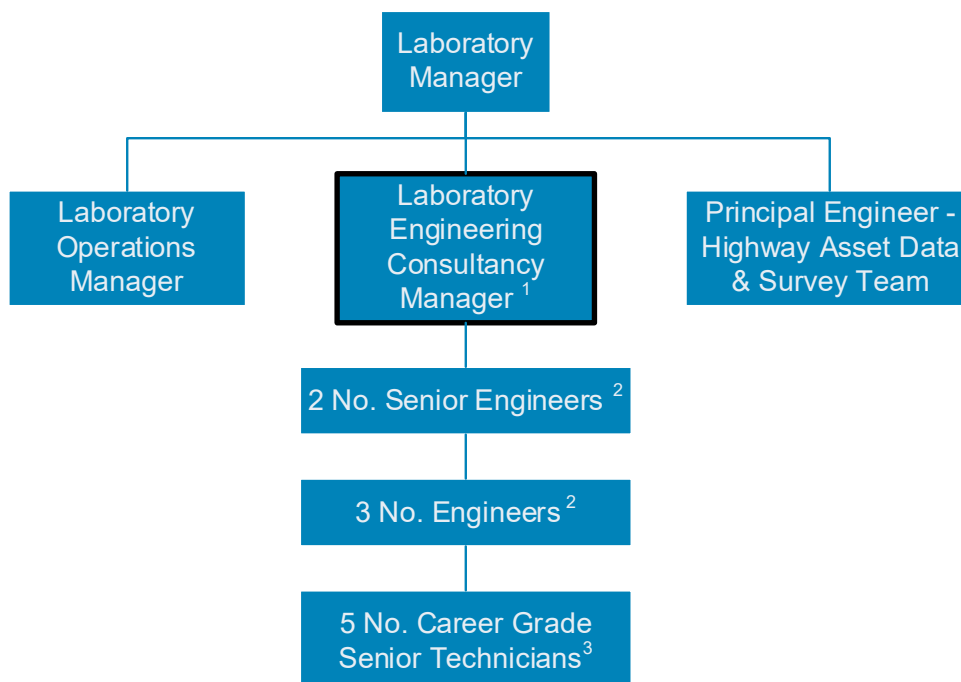
Director Area: Place	Job Ref Number: 03526
Service Area: Lincs Laboratory	Grade: 12

Job Title:
 Laboratory Engineering Consultancy Manager

PURPOSE OF JOB:

- To provide the county council lead on specialist professional Materials and Pavement Engineering Advice service and support for LCC's Major Highways and Civil engineering Projects also known as the Principle Engineer for materials and Pavement Engineering.
- To lead, market and manage the delivery of a Construction Materials Engineering Service and Pavement Engineering Service to Lincolnshire County Council (LCC) and other external clients.
- To advise the County Council on matters relating to Construction Materials Engineering for Highways and Civil Engineering projects including standards, specifications, quality and management processes.
- To advise the County Council on matters relating to Pavement Engineering including highway condition assessment, data collection methods and interpretation, scheme identification, design and asset management.

TEAM STRUCTURE:



Notes:

- (1) Line management responsibilities for the team
- (2) Supervisory responsibilities for the team
- (3) Mentoring and development responsibility for the team

MAIN DUTIES:	
1	To line manage staff within Lincs Laboratory Consultancy area including recruitment, workload and resource planning, training and appraisals, ensuring technical competencies are developed. This includes commissioning routine and specialist testing or external consultants and contractors.
2	To lead, manage and develop staff undertaking Pavement Investigation and Design, and Construction Materials and Workmanship Testing for projects within Lincolnshire and for external clients and to ensure the services are provided to match client expectations, timescale, financial and Business Plan targets.
3	To maintain the County Councils specifications and codes of practice and provide specialist input to their continuing development, including Highways Specifications, Design Manuals, Testing Code of Practice and Skid Resistance Strategy.
4	To monitor and report to Directorate Senior Managers on the quality of materials and workmanship of Highways works undertaken within Lincolnshire. This includes Major Improvement projects, Principal and Strategic Road Maintenance, Term Maintenance works, Development Roads, S278 works, and Winter Maintenance. Providing Key Performance Indicator data as required.
5	To manage the production of an Approved List of materials to be used in Lincolnshire Highway works, including the validation of new and existing sources.
6	To identify and contribute to Directorate initiatives in conjunction with partner organisations e.g. sustainable development, recycling, asset management planning and to manage the trials process to ensure that risks are managed, and new initiatives and processes can be appraised for use within the County.
7	To represent the County Council on Materials Engineering, Pavement Engineering and condition assessment matters with outside groups, partners and contractors. Including regional and national organisations and external bodies e.g. BSi Committees and ADEPT Groups
8	To contribute to Highway Service delivery groups, including acting as Chair if necessary e.g. Highway Standards Group
9	To contribute to the Directorate's Highways Asset Management Plan including the development of future works programmes for Strategic Road structural maintenance and surface treatment including SCRIM targeted maintenance, and contribute to Directorate analysis of condition data to identify and monitor schemes on the rest of the Highway network.
10	As a member of the Laboratory's Operational Management Group and Quality Management Team to contribute to the overall management and development of the Laboratory and through these the Place Directorate and County Council.
11	To represent the County Council in dispute situations or litigation relating to Road Condition, Scheme Investigation, Skidding Resistance, and Civil engineering Materials or Workmanship matters
12	Technical review of projects managed by others, including sign off of major design decisions.
13	Manage the development of individuals across the Council, providing training to the Highway Service, coaching, mentoring and motivating junior staff to achieve performance excellence including acting as Delegated Engineer or Supervising Civil Engineer as appropriate under the ICE training scheme.
14	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice, identifying the risks associated with Pavement Engineering, Construction Materials Trials and Engineering work (Professional Indemnity, Health and Safety, Quality and Commercial/Budgetary) and to ensure that these are managed effectively by the team.
15	To keep abreast of developments in pavement engineering, construction materials, techniques and processes.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
QUALIFICATIONS			
Degree or HNC in Civil Engineering, Geology, Chemistry or equivalent	A	✓	
Professionally Qualified Civil Engineer – with Incorporated Engineer or Chartered Engineer Status of an appropriate institution achieved through independent review or test	A/I	✓	
Relevant management qualification	A		✓
Appropriate certification through the Construction Skills Certification Scheme (CSCS)	A	✓	
IOSH Managing Safety Certificate or equivalent (can be achieved in post).	I	✓	
KNOWLEDGE			
Highly detailed knowledge and experience at consultant level of Construction Materials Engineering and Laboratory Testing Techniques	A/I	✓	
Knowledge and experience of Pavement Investigation including Highway Condition Assessment, Data collection & interpretation, Pavement subgrade & Structures	A/I	✓	
Knowledge and experience of Geotechnical Engineering including Ground Investigation techniques, foundation design, earthworks assessment, classification, monitoring and control	A/I		✓
Knowledge and experience of regional and national sources of materials, engineering characteristics and performance requirements	A/I	✓	
Knowledge and experience of construction methods and processes	A/I	✓	
Knowledge and experience of Pavement Asset Management	A/I	✓	

Detailed knowledge of relevant British and European Standards and Codes of Practice and ability to develop specifications and codes of practice.	A/I	✓	
Knowledge of Health and Safety legislation and requirements associated with laboratory and civil engineering activities, including working knowledge of the CDM Regulations.	A/I	✓	
EXPERIENCE			
Broad experience (10 years) in the industry including as relevant; Pavement and Materials Engineering including design, testing of materials and workmanship Geotechnical Engineering and design (as appropriate to role)	A/I	✓	
Ability to work within and comply with the requirements of a UKAS Accredited Quality Management system	A/I	✓	
Organisational, interpersonal and management skills commensurate with leading and managing a team working on a variety of projects, tasks and processes	I/T	✓	
Project and programme management skills focused on service delivery including, job costing, financial monitoring, quality control and customer care	A/I	✓	
Excellent report writing and numeracy skills and the ability to perform technical and interpretative analysis on the results of laboratory & site tests.	A/I	✓	
Credibility and Ability to undertake presentations on technical issues at national forum	I/T	✓	
IT skills including practical knowledge of standard word processing, spreadsheet and database systems and ability to use specialist software systems.	A/I	✓	

Commercial awareness and financial management skills (including estimating, tendering for work, budgets for income/ expenditure and monitoring financial performance).	A/I	✓	
Ability to present to and represent the County Council and other clients in detailed professional and technical matters and to enhance the Council's profile and reputation through technical presentations at seminars and meetings.	A/I	✓	
Ability to present to other staff and clients on detailed professional and technical matters.	A/I	✓	
Full UK Driving Licence (Manual). The postholder will be required to have the ability to travel around County and keep appointments. This may involve attending meetings and sites at short notice	A/I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.